

Series - Procedures

1 of 2

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management
FROM : Chief, Administrative Services
SUBJECT: CIA Procedural Manual

DATE: 8 June 1951

1. In accordance with your memorandum of 21 May 1951, forwarded herewith are drafts of procedure regulations to be included under the ☐ Series of the CIA Regulation Manual. The ☐ Series of the Regulations have been rewritten at the same time to eliminate the procedures presently included therein.

2. The Transportation and General Services procedures are still in process and will be forwarded as soon as they are completed.

Attachments

25X1A

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Next 3 Page(s) In Document Exempt

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Organization & Methods Service DATE: 10 March 1952

FROM : Acting Assistant Director,
Research and Reports

SUBJECT: Services Available from the Office of Research and Reports

REFERENCE: Proposed CIA Regulation No. [] 20 February 1952
Memorandum from Acting Chief, O & M Service

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It is expected that most contacts will be informal and personal. For establishing new contacts, however, and as a general guide, the following list of services with the designation of the responsible ORR unit is furnished:

1. Intelligence support in general and information on Research and Reports publications -- Reports Division.
2. Support for National Estimates and for the Economic Intelligence Committee -- Office of the Assistant Director.
3. Evaluations and coordination of requirements -- Requirements and Control Division.
4. Cartographic and graphic support -- Cartography Branch, Geographic Division.

(Requests for the compilation, drafting and reproduction of new maps for inclusion in reports and for other purposes and requirements for graphic support, involving the design and execution of charts and other visual aids, are fulfilled by this Branch. Requests may be submitted by memorandum or in person.)

5. Map reference services -- Map Library Branch, Geographic Division.

(All requests for reference maps obtainable from foreign and domestic sources, including the several US map producing agencies, should be directed to this Branch. Information on foreign place name locations is also provided. Requests may be submitted by memorandum, by telephone (ext. []) or by calling in person at the reference desk in the Washington [] .)

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Distribution:

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20 February 1952

MEMORANDUM FOR: Assistant Director for Research and Reports
Assistant Director for Operations

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SUBJECT : Proposed CIA Regulation No. [] Procedures for
Using the Facilities and Services of Office of Collection
and Dissemination.

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[] 1. There is being prepared a CIA Regulation for inclusion in the
series of the CIA Manual, which will cover certain intelligence
services available to various components of the Agency and outline pro-
cedures to be followed in obtaining such services.

2. It is recommended that procedures for utilizing the facilities
and services of your Offices be included in this Regulation. For your
guidance in preparing such procedures, there is attached a copy of pro-
posed Regulation submitted by the Office of Collection and Dissemination.

3. Material for inclusion in the proposed Regulation should be
submitted to this Office no later than 10 March 1952.

[]
Acting Chief, O & M Service

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ATTCHS

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18 December 1951

MEMORANDUM FOR: Each Assistant Director

SUBJECT: Examination of Intelligence Publications

1. In order to provide more systematic handling of the initiation of new intelligence publications in the Agency, the Assistant Director for Intelligence Coordination has been assigned the responsibility for insuring that:

a. The publication of information contained in the issuance is within the functional cognizance of CIA and the originating Office.

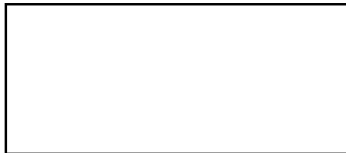
b. The publication is properly coordinated and integrated with other intelligence publications issued by both CIA and other intelligence agencies.

c. The requirements of intelligence consumers are most efficiently and economically satisfied.

2. In discharging this responsibility the AD/IC will consult with both producers of the publication and end-users on the substantive aspects of the publication in question and with the Advisor for Management on functional and other administrative aspects. He will also insure that the interests of this Agency and other agencies' are reconciled.

3. In the event of disagreement the AD/IC will refer the problem, fully documented, to the DDCI for decision.

4. AD/IC will be responsible for conducting periodic review of existing intelligence publications with the parties concerned and report semi-annually to the DCI on the status of the Agency's intelligence publications.



Deputy Director of Central Intelligence

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Assistant Director for Intelligence Coordination

Chief, O & M Service

Intelligence Publications

REFERENCE: Memorandum dated 6 March 1952 from the Deputy Director (Intelligence) to the Assistant Directors for National Estimates, Research and Reports, Scientific Intelligence, Current Intelligence and Collection and Dissemination.

1. The referenced memorandum, together with categories of Intelligence Publications listed in TAB A, contain information which might well be incorporated in the CIA Manual. A new regulation entitled "Intelligence Publications" for inclusion in the ☐ series is suggested.

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2. If you concur in this suggestion, your assistance in preparing such a Regulation will be appreciated.

3. Will you please return the attachments, together with any comments or suggestions you may wish to make, by 2 April 1952.

W. L. PEEL

ATTCHS.

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18 January 1952

MEMORANDUM FOR: All Holders of the CIA Manual

SUBJECT: Procedures for Inclusion in the CIA Manual.

1. The attached CIA Regulations constitute the initial issuances for inclusion in the procedural section, ☐ series, of the CIA Manual.

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2. For the convenience of all Manual users, the procedures are numbered within the ☐ series to correspond to the Agency Regulations from which they derive.

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3. As additional procedures are developed and approved for publication they will be disseminated to holders of CIA Manuals.

WALTER REID WOLF
Deputy Director
(Administration)

Attchs: 10 Regulations

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- 25X1A CENTRAL INTELLIGENCE AGENCY REGULATION NUMBER
- 25X1A 7 April 1952
- 25X1A PROJECT REVIEW COMMITTEE PROCEDURES
- 25X1A A. The following procedures will govern the preparation, submission, and processing of projects submitted to the Project Review Committee (CIA Regulation)
- (1) The sponsoring office will:
- 25X1A (a) Determine whether Project Review Committee action is required by CIA Regulation No. In case of doubt, consult the Comptroller.
- (b) Obtain approval in principle from the appropriate Deputy Director and permission to ~~submit~~ submit the project to the Project Review Committee.
- 25X1A (c) Prepare the project for presentation to the Project Review Committee in staff study form (CIA Regulation No.)
- (1) The following points, as appropriate, and such other information as any particular project may demand should be covered either in the staff study proper or supporting annexes:
- (a) Description of the project and its purpose. Is the project a new one or an augmentation or redirection of an old project? Timing for implementation and completion with phasing indicated.
- (b) Nature and extent of policy and program approval relied upon as authorization for the detailed action proposed in the project.
- (c) If prior policy and program approval has not been established, what policy and program objective, if any, will be established by approval of this project?
- (d) Congressional implications, if any, and action recommended with regard thereto.
- (e) Administrative and operational support requirements, such as personnel, facilities, cover, communications, technical services, money, etc., indicating quantities, dates required, and phasing.
- (f) Support requirements of other Government agencies and arrangements made for coordination with or support by such

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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

7 April 1952

agencies if the project is approved. Commitments involving transfer of funds to another agency must not be made until the project is finally approved by competent authority.

- (g) As an alternative to (e) or (f), why operational or administrative support has not been planned. Recommendations with regard thereto. Normally, projects should be submitted without such plans only when, in the opinion of the appropriate Deputy Director, it is desirable to obtain Committee approval in principle prior to undertaking staff work to develop detailed plans. In such cases, if the project is approved in principle, it shall again be reviewed by the Committee when proper support plans have been developed, unless otherwise specified in the project approval.
- (h) Total cost, phased by fiscal year if appropriate, and whether use of vouchered or unvouchered funds is recommended. Estimates should be supported by detailed costs to include, as appropriate:
1. Personnel.
 2. Items and services to be procured through facilities other than Government agencies.
 3. Items to be procured from or through other Government agencies.
 4. Acquisition or rental of real estate and construction of facilities.
 5. Other expenses.
 6. Where possible, other liabilities which may be incurred now or in the future.
- (d) Obtain the concurrence or comment of other offices which will have any responsibility for implementation or support of the project if it is approved, including, where appropriate, the General Counsel, Assistant Deputy Director (Administration) ~~Inspection and Security~~, and the Comptroller.
- (e) Submit the original and six copies of the project to the appropriate Deputy Director.

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CENTRAL INTELLIGENCE AGENCY REGULATION

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7 April 1952

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- (2) ^A Deputy Director, as an individual member of the Project Review Committee, may, under the provisions of Regulation No. approve ~~of~~ the project if it does not exceed \$25,000, in which case he shall forward his approval to the Recording Secretary of the Project Review Committee. Projects not approved by ~~the~~ Deputy Director but which he desires to have reviewed by the Committee shall also be forwarded to the Recording Secretary.
- (3) When the project has not already been approved by an individual member of the Committee, the Recording Secretary of the Project Review Committee, after coordinating any additional staff review deemed appropriate, shall see that each regular member of the Committee and the Comptroller receives a copy of the project at least forty-eight hours prior to the meeting at which it will be reviewed. He shall also make the necessary arrangements for the Project Review Committee meeting and the attendance of appropriate personnel.
- (4) The Project Review Committee will:
- (a) Approve or disapprove ~~the~~ the project with appropriate exceptions, limitations, etc., if it does not exceed \$25,000, or
 - (b) Recommend to the Director approval or disapproval of the project with appropriate exceptions, limitations, etc., or
 - (c) Return to the sponsoring office for modification and resubmission.
- (5) The Recording Secretary of the Project Review Committee will advise the sponsoring office and the Comptroller of final action taken on all projects forwarded to him by a Deputy Director. When a project is approved, the Recording Secretary shall also give appropriate written notice to all Deputy Directors.
- (6) Projects submitted which do not comply with this Regulation will be returned to the sponsoring office without action.
- (7) The Comptroller will report to the Project Review Committee any obligation of funds without approval of the Director or the Committee which, in his opinion, is improper without such approval. He shall also submit to the Deputy Director (Administration) a quarterly report showing the financial status of projects.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

 Deputy Director
(Administration)

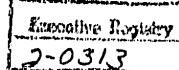
7 April 1952

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Resolved:
 PRC-~~Procedural~~
 Memoranda 1 & 2
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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant Deputy Director (Administration)

DATE: 10 August 1951

FROM : Advisor for Management

25X1A

SUBJECT: Regulations

1. Attached hereto are two proposed procedures for the Procedures Manual. You will note, of course, that the Procedures Manual numbers duplicate the Agency Regulation number for reference purposes. Your decision on this will provide us with a guide for other similar cases. My question specifically on is: Do we need this at all? It would seem to me that the Regulation is clear enough and certainly there is no harm in not including a procedure in the Manual if it is well understood in the Regulation. Further, I think that is a typical exception of one that we are not writing on a clerical level, and of course, the basic premise of the Procedures Manual is that primarily it is written for the use of the working levels of the Agency.

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2. Regulation showing a model, would be helpful to every echelon. It is now published by Notice We think it is a simple example of a good procedure which should be included, as it helps the senior employee and tells the lowest working echelon how to prepare the staff study that the boss is dictating.

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2 Attach.

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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

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☐. PRESENTATION OF PROJECTS FOR PROJECT REVIEW COMMITTEE ACTION
(Regulation ☐ Paragraph F)

25X1A

A. Initial action by sponsoring Offices.

- (1) Determine whether PRC action is required by Regulation ☐
- (2) In case of doubt, consult the Comptroller.
- (3) If PRC action is required, Office head will arrange for preliminary consultation with appropriate Deputy Director.

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B. Preliminary action by Deputy Director

- (1) Provide preliminary determination of propriety and desirability of proposed project.
- (2) Inform sponsoring Office head of this determination.

C. Further action by sponsoring Office

- (1) Complete initial staff work and documentation to include:
 - (a) Project description and purpose.
 - (b) Nature (new, augmentation, redirection, etc.)
 - (c) Timing for implementation and completion.
 - (d) Operational support requirements (O&D, R & D, Commo, Tng.)
 - (e) Administrative support requirements (Personnel, Facilities, Equipment and Supplies, Services, etc.)
 - (f) Type of funds (vouchered or unvouchered).
 - (g) Estimated cost, by fiscal year and phased if appropriate.
 - (h) Outside agency support requirements, if any.
 - (i) Intra-agency coordination, if necessary.

(2) Review and action by Office head.

(3) Refer to Project Review Committee.

D. Action by Project Review Committee

- (1) Provide for staff review (to be coordinated by Executive Assistant to Director) to determine practicability, to include:
 - (a) Availability of funds.
 - (b) I & S advice if appropriate.
 - (c) Legal advice if appropriate.
 - (d) Congressional implication, if any, and action required.
 - (e) Any necessary arrangements for coordination with or support by other agencies.
 - (f) Any necessary internal coordination.

CENTRAL INTELLIGENCE AGENCY REGULATION

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(g). Determination of capability of following support echelons to provide adequate and timely support, and recommendation for additional means if necessary:

- (1) Each Administrative Office involved.
- (2) Training.
- (3) Communications.
- (4) Operational Aids.
- (5) Research and Development.

(h) Determination of capability of sponsoring Office to carry out the project operationally, and recommendation for additional means if necessary.

- (2) Committee review and action on project.
- (3) Instruct sponsoring Office to initiate action if project is approved.
- (4) Instruct Comptroller to report quarterly to the Committee the status and progress of the project.

E. Action by Sponsoring Office After Approval

- (1) Implement the project, upon receipt of approval, in accordance with presently established procedures for revision of tables of organization, personnel procurement, procurement of equipment and supplies, and provision of administrative services as authorized for the project.

F. Action Charged to Comptroller

- (1) The Comptroller is charged with reporting to the Project Review Committee any project initiated without prior PRC action when, in his opinion, prior PRC review would be desirable.

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Security Information

25 January 1952

MEMORANDUM FOR: All Holders of the CIA Regulations

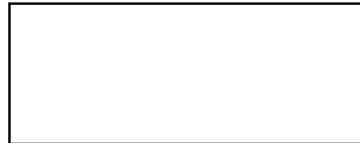
SUBJECT : Revision of CIA Regulation Number

25X1A

1. The Director has re-emphasized his desire that action papers be prepared in the form of a staff study.

2. The attached revision of CIA Regulation dated 12 January 1952 will be followed in all future staff studies.

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WALTER REID WOLF
Deputy Director
(Administration)

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Security Information



Assistant Deputy Director (Administration)

10 August 1951

Advisor for Management

Regulations

25X1A

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2 Attach.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 08-11-2001 BY 60322
SECURITY INFORMATION

NOV 6 1951

MEMORANDUM FOR: All Assistant Directors
All Staff Chiefs

SUBJECT : Secrecy and Security Agreements

1. "Secrecy Agreements", "Security Agreements" and similar agreements are the concern of the Assistant Deputy/I&S. It has been noticed that some offices are independently drawing up such agreements without the approval or knowledge of the CIA Security Officer. This practice has resulted in confusion and some duplication of effort. Therefore, in order to better control these security agreements, to maintain a complete file of security agreement forms and to assure appropriate legal and security guidance, the attached regulations are proposed.

2. Your comments or concurrence is requested.

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SHEPHERD EDWARDS
Colonel, GSC

Att: (2)

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RESTRICTED
SECURITY INFORMATION

21 November 1951

MEMORANDUM FOR: Mr.

25X1A

SUBJECT: Secrecy and Security Agreements

My concurrence on the attached paper is with the following comment: I believe that paragraph d. as revised below would not only make this regulation more palatable in the Agency but would also result in a more effective handling of such agreements.

The Assistant Deputy (Inspection and Security) will coordinate with the General Counsel whenever necessary. He will after consultation with the requesting office, as necessary, approve, disapprove, or modify the proposed agreement.

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JAMES Q. REBER
Assistant Director
Intelligence Coordination

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CENTRAL INTELLIGENCE AGENCY REGULATION

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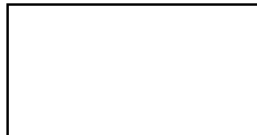
PERSONNEL INFORMATION FILES (See CIA Regulation No.)

25X1A

A. The following procedures are established for changes and additions to Personnel Information Files:

- (1) Designated personnel will withdraw from the Office Personnel Information File those cards affected by a change, after which the type of change, reporting date, item(s) affected by the change, and an indication as to whether the employee is to be included in the telephone directory will be entered after the appropriate headings on the card. Prepare a new card for each new employee, including appointments and transfers.
- (2) The "remarks" portion of the Personnel Information Card will be used primarily to explain the following actions:
 - (a) Name Change: Briefly explain the reason for this type of change.
 - (b) Transferees within or between offices, including transferees from vouchered to unvouchered funds: Enter the Office to which the employee is transferred and date the employee is physically transferred.
 - (c) Resignations: Enter "Resigned."

B. The Machine Records Branch, upon the receipt of Personnel Information Cards will, when appropriate, process new cards, forward them to appropriate Offices, and notify all components of the Agency of changes with which they are concerned.

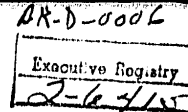
Deputy Director
(Administration)

Effective:

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CONFIDENTIAL
Security Information

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29 February 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Proposed Revision of CIA Regulation No.
Time and Attendance Reports

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1. The only change in the attached revision of CIA Regulation No. is in paragraph A (2), which has been revised to specify that Time and Attendance reports will be collected by the regular courier service from the regularly scheduled collection point in each Office.

2. As presently worded some Offices have been under the impression that special couriers would be provided to pick up the Time and Attendance reports. Responsibilities of Administrative Officers as stated in paragraph C remain unchanged.

3. This revision was requested by the Chief, Administrative Service and has the concurrence of the Fiscal Division, Finance Office. No other coordination has been effected.

4. Recommend approval.



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W. L. Peel
Chief, General Services

Attch.

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General Services Administration

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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

☐ TIME AND ATTENDANCE REPORTS

- A. In order to expedite the transmission of Time and Attendance Reports (Form No. 34-42, August 1951) to the Fiscal Division, Payroll Branch, which is necessary to assure prompt delivery of pay checks, the following procedures are placed into effect:
- (1) Administrative Officers will assemble Time and Attendance Reports for the previous pay period prior to 1400 hours the first normal work day of each pay period.
 - (2) The Administrative Service Office courier system (as for check delivery) will be used to collect the Time and Attendance Reports from each Office registry, or other regularly scheduled point of collection, for delivery to the Fiscal Division, Payroll Branch prior to 1600 hours, the first normal workday of each pay period.
 - (3) The block entitled "Telephone", on Form No. 34-42 need not be filled in. However, each Office shall report the name and telephone number of the senior Time and Attendance Clerk for each of its allotment accounts to the Fiscal Division, Payroll Branch.
 - (4) It is not necessary for an employee to initial his Time and Attendance Report for overtime or holiday time worked.
- B. Delays in submitting Time and Attendance Reports may be avoided by having employees initial them prior to taking or immediately upon returning to duty from leave.
- C. This procedure is intended to provide courier service for the pick-up of Time and Attendance Reports. However, if the reports have not been picked up or made available to a courier by 1400 hours, it will be the responsibility of the Administrative Officer concerned to immediately utilize other means for delivering Time and Attendance Reports to the Fiscal Division, Payroll Branch.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Director Effective:
(Administration) Rescind : Page 1 of

29 December 1951

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Security Information

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE: 25 February 1952 25X1A

FROM : Chief, Administrative Service

SUBJECT: Revision of CIA Regulation 25X1A

1. It is proposed that the following revision be made in Paragraph A (2) of CIA Regulation 25X1A

"The Administrative Services Office courier system (as for check delivery) will be used to collect the Time and Attendance Reports from each office 'registry,' or other regularly scheduled point of collection, for delivery to the Fiscal Division, Payroll Branch prior to 1600 hours, the first normal work day of each pay period."

2. The purpose of this revision is to specify that Time and Attendance Reports will be collected by the regular courier service from each office registry or scheduled point of collection, and not by special couriers. Recent experiences indicate that some offices do not understand this procedure.

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Security Information

FEB 27 1952

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE
NO.

February 1952

SUBJECT: Clarification of Procedure

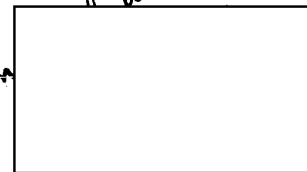
1. Reference is made to CIA Regulation , dated
29 December 1951.

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2. Paragraph A (2) thereof is restated as follows:

"The Administrative Services Office Courier System (as for check delivery) will be used to collect the Time and Attendance Reports from each office 'registry,' or other regularly scheduled point of collection, for delivery to the Fiscal Division, Payroll Branch, prior to 1600 hours, the first normal work day of each pay period."

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Security Information

NUMBER

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CENTRAL INTELLIGENCE AGENCY REGULATION

29 Dec 1951

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☐ TIME AND ATTENDANCE REPORTS

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 - (4) It is not necessary for an employee to initial his Time and Attendance Report for overtime or holiday time worked.
- B. Delays in submitting Time and Attendance Reports may be avoided by having employees initial them prior to taking or immediately upon returning to duty from leave.
- C. This procedure is intended to provide courier service for the pick-up of Time and Attendance Reports. However, if the reports have not been picked up or made available to a courier by 1400 hours, it will be the responsibility of the Administrative Officer concerned to immediately utilize other means for delivering Time and Attendance Reports to the Fiscal Division, Payroll Branch.

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Deputy Director Effective: 29 Dec 51
(Administration)

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Security Information

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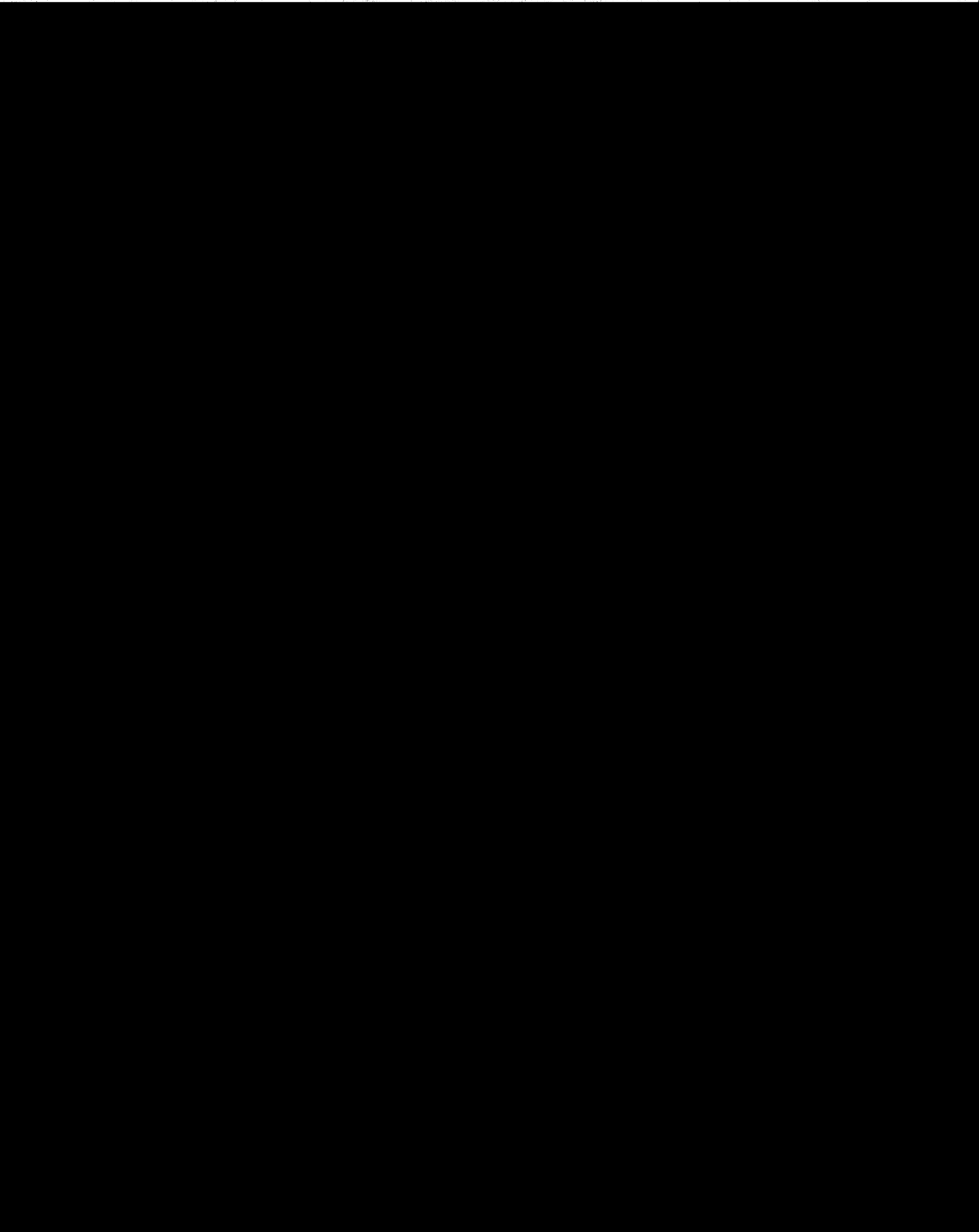
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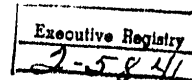
Series - Procedures

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RESTRICTED
Security Information

11 February 1952

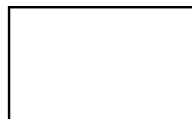
MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Proposed Regulation No. [] Protection
and Utilization of Government Property.

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The attached regulation was proposed by Mr. Garrison as a Notice. However, as the situation and philosophy contained therein is likely to be a continuing policy of the Agency, I suggest that it be issued as a Regulation in the [] Series of the CIA Manual. Mr. Garrison has agreed orally to this type of publication.



W. L. PEEL
Chief, General Services

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Atch.

RESTRICTED
Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

27 February 1950

25X1A

 PROTECTION AND UTILIZATION OF GOVERNMENT PROPERTY.

- A. In order to minimize losses resulting from damage to Government property and to effect adequate utilization of such property, supervisory personnel will ensure that:
- (1) Office machines are used only on proper stands or the typing pedestal of a typist desk. They should not be placed on top of filing cabinets or on the floor where they may be easily damaged.
 - (2) Care is exercised to prevent damage in the movement of office machines and other property from one location to another.
 - (3) Defective furniture and equipment is promptly reported to the Procurement and Supply Office, Supply Division, in order that repair or replacement may be effected. 25X1
 - (4) Office machines are kept covered when not in use to prevent damage by accumulation of dust and other abrasives. Additional covers may be requisitioned from stock.
 - (5) Machines and other items of equipment in excess of needs are reported to the appropriate Building Supply Officer.
- B. (1) Requests for executive furnishings will be forwarded to the Chief, Supply Division, Procurement and Supply Office, for approval before issuance. When available, executive furnishings will be supplied to:
- (a) Assistant Directors, Office heads and their immediate staffs, grade GS-15 or above.
 - (b) Employees who are classified as GS-15 or above, but not falling within the above category, may be issued executive type furnishings upon the written request of the Office head concerned.
 - (c) Secretarial staffs supporting individuals within the above categories.
- (2) Assistant Directors and Office heads will take necessary action to:
- (a) Ensure proper utilization and distribution of executive type furnishings within their jurisdiction.
 - (b) Effect replacement with Class "C" furnishings of all executive furnishings whenever it is found that such executive furnishings are being utilized by employees other than those specified in paragraph B (1) (a), (b), (c), above.
- C. Items of office furniture and equipment will be replaced only when it is determined that such replacement is essential for the efficient and economical

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performance of the functions of the Agency and when it is determined that satisfactory repair cannot be accomplished.

- D. The Procurement Office will conduct periodic surveys to determine that Government property, including executive furnishings, is being properly utilized and adequately protected.

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Deputy Director
(Administration)

Effective: 27 February 1952

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